

**Center for Educational Performance and Information**  
**MEIS Security Agreement to Access the**  
**Title I Supplemental Educational Services (SES) Application**  
**DISTRICT or SCHOOL LEVEL**

Please type or print clearly; otherwise, the processing of your form may be delayed.

**Step 1a.** Please check **only one of the two boxes** below for the permissions being requested:

☐

**District User – LEA and PSA:** View and edit student-level data. Select provider list. Skip to Step 2.

OR

☐

**School User:** View and edit student-level data for buildings indicated in Step 1b.

ISD Code: \_\_\_\_\_

ISD Name: \_\_\_\_\_

District Code: \_\_\_\_\_

District Name: \_\_\_\_\_

**Step 1b. (School Level only)** List the LEA or PSA building(s) and school code(s) for which you are requesting access.

**School/Facility Name (use additional sheets as necessary)**

**School/Facility Code**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Step 2.** Enter the name of the individual the Superintendent/PSA Chief Administrator authorizes to view and enter provider, subject, and subject hours information into the Title I SES Application.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Phone Number

**Step 3.** For the authorized individual: If you already have an MEIS account, go to Step 4. If you do not already have an MEIS account number, access the Internet and go to the following URL: [www.michigan.gov/meis](http://www.michigan.gov/meis). Click on the MEIS logo. On the next screen click on "**Create an MEIS Account**" and follow the online instructions.

**Step 4.** Authorized MEIS Account Number (e.g., A1234567): \_\_\_\_\_

Authorized MEIS Account Login Name (e.g., smithjan): \_\_\_\_\_

**NOTE:** If you are replacing a formerly authorized individual, please download and complete an MEIS Authorized User Removal Request Form. This document can be downloaded from the SES Security Agreements Web page.

**Step 5.** For the individual to be authorized: ***Please sign below.***

I agree to abide by the regulations that govern the use of student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99), as well as the Privacy Act of 1974, governing records maintained about individuals. A copy of FERPA is available at [http://www.michigan.gov/documents/FERPA\\_34CFR99\\_119434\\_7.pdf](http://www.michigan.gov/documents/FERPA_34CFR99_119434_7.pdf), and the Privacy Act is available at <http://www.usdoj.gov/foia/privstat.htm>.

By signing this agreement, I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I agree to comply with the requirements of FERPA and the Privacy Act of 1974.

\_\_\_\_\_  
**Signature of Individual to be Authorized**

\_\_\_\_\_  
**Date**

**Step 6.** For the superintendent/PSA chief administrator: ***Please Sign Below.***

I attest that the above-named individual is authorized by me to view and download education data reports at the appropriate level as indicated above.

\_\_\_\_\_  
**Name of District/Agency**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Superintendent/PSA Chief Administrator**

\_\_\_\_\_  
**Name and Title**

**Step 7.** Fax this form to CEPI: (517) 335-0488  
Send questions to: [cepi@michigan.gov](mailto:cepi@michigan.gov)